



# ADVISOR AND STUDENT RESPONSIBILITIES

WILLIAMS STUDENT SERVICES CENTER | ACADEMIC ADVISING SERVICES

## ADVISOR RESPONSIBILITIES

### *What you should expect from your advisor*

- Provide accurate and up-to-date information about University of Oklahoma regulations, policies, and procedures.
- Be knowledgeable about University of Oklahoma resources and make appropriate referrals.
- Correctly interpret degree and major requirements, including those regarding the core curriculum.
- Maintain confidentiality and be knowledgeable of the Federal Educational Rights and Privacy Act (FERPA).
- Monitor your progress toward educational goals and keep accurate, up-to-date records of academic progress.
- Provide a safe space in which you can share your thoughts, aspirations, concerns, and interests.
- Provide encouragement and support towards your academic success.



## STUDENT RESPONSIBILITIES

### *What your academic advisor expects of you*

- Schedule an advising appointment early each semester and include a detailed appointment description to ensure an efficient and worthwhile advising experience.
- Activate and regularly check your OU email account for communications from the University faculty, staff, and administration and include your Sooner ID number in all correspondence.
- Participate fully in the advising experience by communicating your passions, goals, and questions.
- To be familiar with the requirements of the major(s) which you are pursuing, and to schedule courses each semester in accordance with those requirements.



- Explore opportunities for co-curricular activities.
- Check for registration holds and eligibility in One and know the academic calendar.
- Ask for help or clarification if you do not understand something, experience a troubling issue or have concerns.
- Take ownership of your decisions and actions that affect your educational progress and goals.

### CONTACT US

For more information or to find the appropriate advisor visit [ou.edu/coe/academics/advising](https://ou.edu/coe/academics/advising) or email [coewssc@ou.edu](mailto:coewssc@ou.edu).  
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